

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK

POSITION VACANCY

POSITION: CASE ADMINISTRATOR
Full-Time

LOCATION: Rochester, New York

OPENING DATE: IMMEDIATELY

CLOSING DATE: November 2, 2007 or until filled

SALARY: CL 25 [\$34,972 to \$56,870 per annum]
Starting salary commensurate with experience and education.

Position Overview

The Office of the Clerk, U.S. Bankruptcy Court, is seeking highly qualified individuals with excellent automation and analytical skills to serve as CM/ECF Case Administrator. The incumbent receives and processes petitions and pleadings related to bankruptcy case filings and adversary proceedings and maintains the official case events summary on the automated court docket from opening to final disposition.

The U.S. Bankruptcy Court is a technology progressive organization whose goal is to provide quality customer service.

Duties

Case administrators manage the progression of bankruptcy cases and related adversary proceedings by maintaining official case records in an automated system, monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks. Duties include: maintaining the accuracy of document summaries and conducting quality control assessments of cases filed through the courts' Electronic Case Filing System; opening cases, collecting fees, reviewing daily filing reports to verify receipt of electronic fee payments, making summary entries on the docket; managing cases to ensure timely progression by reviewing incoming documents to establish dates for calendaring of court hearings and examining documents to determine nature of action for appropriate follow-up, interacting with trustees and counsel; processing claims; processing case conversions; preparing cases for closing; assisting customers of the clerk's office by providing case status information and making case file documents available for inspection. Performs preliminary legal research. Communicates with public, court and bar in person, telephonically, and in writing regarding case related matters. Provides instructions on proper filing procedures.

Qualifications

Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/ Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated, dependable, detail oriented and able to work in a multitask, fast paced environment.

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university and experience in bankruptcy or a closely related field are preferred. In addition, applicant must have a minimum of two years general experience plus two years specialized experience involving use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a legal setting is highly desirable.

Benefits

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which includes:

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| ▪ 10 Paid Federal Holidays | ▪ Paid Sick Leave |
| ▪ 13 Days Paid Vacation (for the first three years) | ▪ Thrift Savings Plan [401K] |
| ▪ 20 Days Paid Vacation (after three years) | ▪ Life Insurance [optional] |
| ▪ 26 Days Paid Vacation (after fifteen years) | ▪ Medical Coverage [optional] |
| ▪ Participation in Federal Employees Retirement System | ▪ Long-Term Care Insurance [optional] |
| ▪ Flexible Benefits Program [optional] | ▪ Credit Union Participation |
| | ▪ Long-Term Disability Plan [optional] |

Information for applicants

Applicants should submit a Form AO 78 Application for Judicial Branch Federal Employment and cover letter to:

Todd M. Stickle, District Deputy-in-Charge
U.S. Bankruptcy Court, WDNY
Kenneth B. Keating U.S. Courthouse
100 State Street
Rochester, NY 14614

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at www.nywb.uscourts.gov. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

☒ This position is classified as a "Sensitive" position. The selected candidate for this position is subject to a background and credit check as a condition of employment.

☐ This position is classified as a "High-sensitive" position. The selected candidate for this position, as a condition of employment, must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The U.S. Bankruptcy Court for the Western District of New York is an Equal Opportunity Employer.